



 Step	Activity	Click on, or navigate to, the links below for more information and additional guidance
A. Information gathering		
	A1 Download, read and understand the NY application package.	http://www.dhSES.ny.gov/grants/rfa-uasi-nsgp.cfm
	A2 Apply for your E-grant account. (If you already have one make sure that you have your sign-on information.)	http://www.dhSES.ny.gov/grants/documents/E-Grants-Registration.doc
	A3 Find your federal EIN number (if you employ anyone or have a bank account you already have one)	
	A4 Call for your DUNS number. (Verify that your organization has DUNS number, or take the steps necessary to obtain one, as soon as possible. Don't wait until the last minute.)	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=duns
	A5 Collect (from police and insurance reports if available) information and documentation about any bomb threats, threats, anti-Semitic graffiti, etc. to your organization.	
	A6 Schedule your vulnerability assessment.	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=assessment
	A7 Download the Authorized Equipment List (No change from previous years)	http://www.jcrcny.org/securitygrants/AEL%202013.xls
	A8 Download the Grantee Responsibility Questionnaire	http://www.dhSES.ny.gov/grants/documents/uasi-nsgp/Grantee-Responsibility-Questionnaire.doc
	A9 Collect information on any previous successful Nonprofit Security Grant Program applications (i.e., title, equipment installed, budget)	
	A10 Complete the E-Grants tutorial (it's very good and will save you time filling in the E-Grant portion of the application). Download and save it on your computer for future reference.	http://www.dhSES.ny.gov/grants/documents/uasi-nsgp/E-Grants-tutorial-NFP-2013.pdf
	A11 Find your Certificates of Coverage for Workers' Compensation and Disability Insurance. If you don't have them, explore alternatives.	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=submissions
	A12 Find your organizational mission statement or write one.	http://www.jcrcny.org/securitygrants/What%20is%20a%20mission%20statement.docx

 Step	Activity	Click on, or navigate to, the links below for more information and additional guidance
B. Completing the Investment Justification		
	B1 Download the NY Investment Justification Template	http://www.jcrcny.org/securitygrants/fy_2013_nsgp_investment_justification_template.xls
	B2 Read the overall guidance	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification
	B3 Complete the "Applicant Information" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification1
	B4 Complete the "Background" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification2
	B5 Complete the "Risk" section based on your vulnerability assessment	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification5
	B6 Create equipment and training "wish list" based on vulnerability assessment and the Authorized Equipment List and develop an estimated budget	
	B9 Complete the "Target Hardening" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification6
	B10 Anticipate project milestones	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification7
	B11 Prepare project management section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification8
	B12 Prepare impact section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification9

 Step	Activity	Click on, or navigate to, the links below for more information and additional guidance
C. E-Grants Online System (more information is available in the E-Grants tutorial)		
	C1 Follow the steps in the E-Grants online system, based on the E-Grants tutorial.	
	C2 Upload a copy of your mission statement.	
	C3 Upload a copy of your proof or indications of Workers' Compensation and Disability Insurance.	
	C4 Attach completed Investment Justification	
	C5 Attach completed Grantee Responsibility Questionnaire	
	C6 Attach copy of full vulnerability assessment	
	C7 Attach pictures to help New York state reviewers better understand your application	
	C8 Press "SUBMIT" on or before 11:59PM on June 10, 2013.	